

MEMORANDUM FOR THE RECORD

22 May 1961

SUBJECT: New Format for Agency Regulations

1. Following receipt of the new Headquarters Regulations published in three volumes, I asked the Staff Officers whether they wished to continue our current procedure. Originally this procedure was intended to supply each Staff Officer with a complete set of Agency Headquarters Regulations, but the regulations grew into such monsters that what really happened was Staff Officers, with a few exceptions, kept what interested them and sent the rest back to the Administrative Staff.

2. In discussing the new regulations with the Staff Officers, I proposed that the Administrative Staff keep one full set of regulations which could be loaned upon request to any Staff Officer or member of his office who needed the information. This would assure them that the content they were reading was current, and their secretaries would have no responsibility for keeping a manual up to date. Since material affecting all employees is distributed separately anyway, this would pose no problem. All agreed they preferred this method except the Chief, Field Operations Staff, who desires to keep his own set of manuals. Thus, the official sets will be distributed as follows:

- 1 - Chief's Office
- 1 - Field Operations Staff
- 1 - Division Reference Copy
(To be kept in Admin Staff)
- 1 - Chief, Administrative Staff
- 1 - East Coast Bureau

Chief, Administrative Staff, FBID/00

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